

SECTION 1

Contact Name: _____	Phone: _____	Date: _____
Agency Name: _____		Agency Number: _____
Agency Address: _____		

Action Codes	Authorization Codes		
	See Form instructions for details about codes and completing this form.		
	Accounting Security Requestor	Payroll / Personnel Approval	
A = ADD C = CHANGE D = DELETE	1. 1099 2. FAS 3. Nomad 4. P-Card 5. *STARS 6. *Travel Express 7. All Codes of Accounting	10. EIS Online Inquiry 14. I-Time CPO 11. *Payroll Signer 15. All Above Codes of Payroll / Personnel 12. *Personnel Signer 16. Signed By 13. *Position Control Signer 17. IPOPS Statewide Approval (typically used by DHR and DFM)	
		Other Security Requestor	
		21. Misc. Mainframe Access (including FTP) 22. Web Security Only 23. Surplus Property Declaration 24. All Codes of Other Access	

*Additional form needed for user access to STARS, Travel Express and IPOPS

SECTION 2

Enter Action Code	Employee Authorized to Request Secure Access (web / mainframe) or Approve Documents	Enter Authorization Code(s)
	Print Name: _____ Position title: _____	
	Phone: _____ E-Mail: _____	
	Signature: _____	

Comments:

This signed document authorizes the above employee to sign documents, to monitor access to Internet applications, or to request security changes for the State Controller's Office (SCO), Computer Service Center's (CSC) mainframe applications according to the selected authorization code(s). The State Controller's Office shall recognize only the above individual's sanctioned written signature; electronic signature; or electronic communication using a unique user identification and password ascribed by the SCO (state payroll system). Any electronic signature employed for this authorization shall comply with the Electronic Signature and Filing Act, Idaho Code 67-2351 through 67-2357. The date of the agency head signature will serve as the effective date for each authorization and the most recent date will supersede any prior authorizations.

The agency head hereby agrees to ensure compliance with applicable laws, rules, regulations, policies and/or procedures prescribed for each authorization. As needed, the State Controller's Office will provide policies or procedures pertinent to the SCO documents or access authorizations cited above.

SECTION 3

Approved By: _____	Date: _____
Agency Director or Elected Official Signature	